



COLLEGE COUNCIL MEETING MINUTES - *Final*

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: November 21, 2018

LOC./TIME: T-850, 2-4pm

ATTENDEES: Tammeil Gilkerson, Rudolf Besikof, Fred Bourgoin, Barbara Yasue, Dolores (Max) Bernal, Blake Johnson, Mark Rauzon, Dagnachew (Dag) Sibhat, Chris Weidenbach, Eleni Gastis, Kimberly King, Jacinda Marshall, Kim Glosson, Robert Tracy, Shirley Brownfox, Diane Chang, Amy Marshall

ABSENT: Derek Pinto, Vicki Ferguson, Glenn Pace, Evelyn Lord, Clifton Coleman, Tameem Bahram, Chuen Chan, Marla Leech, Gregory Schwartz, Rupinder Bhatia, Manuel Alcala, Heather Sisneros, Gary Albury, Terrance Fisher, Stephen Corlett, Martha Ann McMurdo, Miriam Zamora-Kantor (excused)

MINUTES: Arlene Lontoc (Filling-in for Ms. Maisha Jameson)

- HANDOUTS:**
- Meeting Agenda
 - College Council Minutes – 10.17.18 Meeting
 - College Council Goals 2018-2019
 - Enrollment Management Committee Membership
 - Laney College Faculty Prioritization Rubric
 - Facilities Planning Committee 2018-2019 APU/Program Review Ranking Criterion
 - Master Plan Priority Projects Ranking Criterion
 - 2018-2019 Laney College FPC APU/Program Review Ranking Rubric
 - Technology Requests Prioritization Rubric
 - Budget Advisory Committee (BAC) Proposed Revision October 3, 2018
 - Budget Advisory Committee (BAC) Membership
 - Faculty Prioritization FY 2019-2020
 - Laney College Faculty Senate Resolution: Support for Transgender, Gender-Nonconforming, and Intersex Students
 - Instructional Equipment & Library Materials (IELM) Committee Proposed Changes

NEXT MEETING: December 12, 2018

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome/Introductions and Agenda Approval	<ul style="list-style-type: none"> • Welcome from the President. • ROBERT TRACY CALLED A MOTION TO APPROVE THE AGENDA . RUDOLPH (RUDY) BESIKOF SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	



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<p>II. Approval of the Council Minutes - October 17, 2018</p>	<ul style="list-style-type: none"> • ROBERT TRACY CALLED A MOTION TO APPROVE THE OCTOBER 17, 2018 COLLEGE COUNCIL MEETING MINUTES. JACINDA MARSHALL SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>III. President's Report</p>	<ul style="list-style-type: none"> • Report-back - College President's decisions made on recommendations from the previous Council meeting: <ul style="list-style-type: none"> ○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Measure B Parcel Tax Spending Plan. ○ President Gilkerson accepted the College Council's recommendation to approve the Foundation Skills Committee's membership composition. ○ President Gilkerson accepted the College Council's recommendation to approve the updated membership composition for College Council. <p><u>Update on the Budget Development & Resource Prioritization Process & Timeline</u></p> <ul style="list-style-type: none"> • An update was provided on the Budget Development and Resource Prioritization Process timeline. It was noted that the Colleges are still waiting for the District to provide the timeline. The President noted that we are currently working on program reviews which will facilitate the College's resource prioritization for the next fiscal year. • An update was provided on the state funding that was allocated to the District to hire full time faculty positions. The allocation of \$833,528 was distributed based on the BAM. Per District Finance, Laney will get 2.5 positions; Merritt 1.4; COA 1.2 and BCC 1.5 positions. Details on how the hiring of a fraction of a position will be implemented is still to be determined. • It was noted that Vice Chancellor Johnson does not think we should hire any full time faculty positions because of the current freeze on vacant positions and the \$4 million budget deficit (as a result of unpaid invoices from District General Services that was discovered after the end of last fiscal year). • The college presidents are asking for District Finance to provide information on what the implications are for 	



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the District if we do not hire full time faculty positions per the earmarked allocation. This information is needed to determine if the College will have funding to support any of the prioritized positions.

Additional Updates from the President:

- The College was officially notified by ACCJC in a letter received yesterday (11/20/2018) that the college has been selected for enhanced fiscal monitoring due to the current financial challenges of the District. The letter (which Pres. Gilkerson read aloud) notes the following:
 - The College is required to submit an Annual Fiscal Report (AFR) including an annual audit to the commission.
 - The purpose of the annual fiscal reports is to monitor the fiscal condition of the colleges & districts in accordance with federal requirements and to enable the commission to identify colleges at financial risk.
 - ACCJC's developed a Composite Financial Index (CFI) to assess institutional finances. The factors used in the CFI include: primary reserved ratio, net operating revenue ratio, salary and benefits percentages, enrollment changes, default rates on federal student loan, audit reports and other financial information. **Based on these analysis Laney College and the Peralta Community College District have been identified as requiring enhance monitoring for the following reasons:**
 - Laney College and PCCD had the lowest fiscal health scores on 6-12 CFI factors and the lowest score of any district in the two most heavily weighted factors (primary reserve ratio and operating revenue).
 - Laney College and PCCD had the lowest possible score in operating surplus, OPEB, irrevocable funding, audit deficiencies, FTES trend and executive level staff turnover.
 - Issues with the annual general audit report including state awards, materials weaknesses and or non-compliance resulting in over \$15 million of adjustment and reclassifications.



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	<ul style="list-style-type: none"> ○ Non implementation of the two most serious findings for 2016. ○ Negative cash in the treasury account exceeding \$31 million. ○ Double digit decreases in FTES from 2015, 2016 & 2017 ○ Declining fund balances every year since 2013-2014. <ul style="list-style-type: none"> ● We are now required to produce an actionable improvement plan to the commission by December 14. ● President responded that the action is to have an actionable improvement plan that the District must come up with through the District-wide shared governance committees. The turnaround is so quick and she is not sure how the plan will be developed within the time provided. ● Discussion ensued about the actionable improvement plan due Dec. 14 	
<p>IV. Presentation-Peralta Colleges Foundation</p>	<ul style="list-style-type: none"> ● This item was tabled for the next College Council Meeting. 	
<p>V. Recommendation to Change the Enrollment Management Committee's Membership Composition</p>	<ul style="list-style-type: none"> ● Rudolph Besikof presented on this item. ● In alignment with the Council's recommendation, the Enrollment Management Committee proposed changing the committee's composition so that it has parity and stronger student representation. Changes would include: seven (7) classified, seven (7) faculty, seven (7) administrators and three (3) students. ● It was noted that the Enrollment Management Committee is taking a very proactive and strategic approach to completing a two-year Enrollment Management Plan and beginning implementation of the work on boosting enrollment. ● The VPI noted that the department chairs and Deans are collaborating on developing the spring schedule to ensure that it is in the best interest of the students. ● The Council provided the following additional recommendations for edits to the proposed Enrollment Management Committee membership composition: <ul style="list-style-type: none"> ○ Dean of Instruction- add College President under 	



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	<p>appointment and strike out the term</p> <ul style="list-style-type: none"> ○ Dean of Enrollment Services- delete College President ○ Strike out the term for the following; Director of Student Activities and Campus Life, Vice President of Administration Services, Director of IT, Public Information Officer, Academic Services Support Specialist and Research System and Technology Analyst. ○ Faculty 3 at large; No change ○ Faculty/Guided Pathways; 1 At-Large- add Faculty Senate President under appointment ○ Counselor:3 At-large; add Faculty Senate President under appointment ○ Classified: 4 At-Large; No Change ○ Student/ASLC Representative;3 At-Large - change the term to 1 year <ul style="list-style-type: none"> ● ELENI GASTIS CALLED THE MOTION TO APPROVE THE CHANGE TO THE ENROLLMENT MANAGEMENT COMMITTEE’S MEMBERSHIP COMPOSITION. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>VI. Recommendation to Change the Budget Advisory Committee’s (BAC) Charge</p>	<ul style="list-style-type: none"> ● Blake Johnson presented on this item. ● Proposed changes to the BAC are minimal. Essentially the intention was to align the Budget Advisory Committee (BAC) to the revisions that were being made amongst the other committees to at least open up the possibility for a rotating co-chair. ● The intention is not always require a faculty co-chair. This will encourage more diverse perspectives. Rotating Co-chairs could be classified, faculty & students. The committee understood that it might be difficult for a student representative to serve as a rotating co-chair. It will not be a requirement, but rather the opportunity will be provided. If they choose to decline the Committee would move to the next person in the queue. 	



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	<ul style="list-style-type: none"> • RUDOLPH BESIKOF CALLED A MOTION TO APPROVE THE RECOMMENDATION TO CHANGE THE BUDGET ADVISORY COMMITTEE’S CHARGE. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>VII. Recommendation from Budget Advisory Committee (BAC) that the College Council Work to Maintain the Money within College Funds 3, 7, 10, & 12 at the College.</p>	<ul style="list-style-type: none"> • Blake Johnson presented on this item. • Blake Johnson provided context around what prompted this recommendation. In short, it was noted that in an effort to pay down the deficit, the District indicated that they would be moving funds (from Funds 3, 7, 10 & 12) from the colleges. The colleges were not consulted about this. • This motion was not the BAC indicating that they have the ability to actually reject the District doing anything one way or another, but rather the goal is to recommend to the College Council - to then recommend to the President - that she begin to take action to ensure that the District does not take money without consulting us and that decisions like these should be part of a governance & planning process. • President Gilkerson noted that College Council should be having items come for a “first read”, and then come back as a “second read” or a vote on items. This will allow Council members to weigh in on the item, and if need be, the item can go back to the constituency groups for feedback before coming to the Council for a vote. This recommendation was included on the agenda this time for action, but going forward, items will need to be initially placed on the agenda as a first read so that broader discussion can occur. • AMY MARSHALL CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE BUDGET ADVISORY COMMITTEE (BAC) THAT COLLEGE COUNCIL WORK TO MAINTAIN THE MONEY WITHIN COLLEGE FUNDS 3, 7, 10 & 12 AT THE COLLEGE. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • Discussions ensued about this recommendation. 	



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	<ul style="list-style-type: none"> • President Gilkerson shared that VC Johnson indicated there may be an audit finding related to how we expend Fund 10 monies, specially facilities rental revenue, because we should not be paying for staff from these funds. The full audit report will not come out until late December or early January. This may affect new protocols the District will enact regarding the revenue generating accounts. Related to the sweeping of budgets, Vice Chancellor Johnson’s perspective is that if the college overspent then we should be held accountable for overspending at the colleges. 	
<p>VIII. Recommendation from Budget Advisory Committee (BAC) re: Support for Hourly Employees and the Associated College Funds</p>	<ul style="list-style-type: none"> • Blake Johnson presented on this item. • It was noted that the BAC is very concerned about the ongoing issues regarding temporary hourly employees at the college and the planning around it. The BAC made two separate recommendations in this regard: • #1 → Recommends that the College Council have a larger inter- committee group to begin planning around what reduction would look like, how to minimize the impact on student services and start thinking ahead what we actually have, what we are in danger of losing, what we are going to need, and in short to do the basic planning. • #2 → Recommends that everyone at the college should be aware that if there are going to be positions lost, which has already happened, that there is a strong likelihood that the District is going to seek those salary savings. We need to make sure that the funds allocated for the college should remain at the college. • Blake Johnson also noted that the BAC only got the partial list of the College’s temporary & hourly staff, and is still waiting for the complete listing. • President Gilkerson responded that she has the list of hourly employees and can provide the full listing by categories/titles but with no names. • The President made the recommendation that rather than create a planning group around this issue, that the Council allow the administration to provide an overview 	<ul style="list-style-type: none"> • President Gilkerson responded that she has the list of hourly employees and can provide the full listing by categories/titles but with no names. • President Gilkerson/College Administration to do a presentation to the BAC and College Council about hourly employees. • The following rubrics will be brought to the next College Council meeting: Classified positions, IELM and Technology.



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	<p>presentation to the College Council and/or BAC with the information and the issues. Depending on the resolution, we will have to prioritize and confirm what are critical positions.</p> <ul style="list-style-type: none"> • Mark Rauzon made a recommendation to amend the motion to state: “recommends to the College Council to take necessary action to ensure all funds related to hourly employees remain at the college with the caveat that the President will be providing more additional regarding the unique position particulars that we have.” • KIMBERLY KING CALLED A MOTION TO APPROVE an AMENDMENT TO THE BAC’S RECOMMENDATION TO HAVE THE COLLEGE COUNCIL - INSTEAD OF CREATING A SEPARATE PLANNING COMMITTEE - PLAN AHEAD REGARDING THE HOURLY EMPLOYEE ISSUE. DIANE CHANG SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • A MOTION WAS CALLED BY JACINDA MARSHALL TO APPROVE THE NEWLY AMENDED RECOMMENDATION TO PLAN AHEAD REGARDING THE HOURLY EMPLOYEES ISSUE AND THAT THE COLLEGE COUNCIL TAKE THE NECESSARY ACTION TO ENSURE THAT ALL FUNDS RELATED TO HOURLY EMPLOYEES REMAIN AT THE COLLEGE. AMY MARSHALL SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • President commit to do a presentation to the BAC and College Council about hourly employees. 	<ul style="list-style-type: none"> • Faculty prioritization to be brought to the Faculty Senate and also to the PBC.
<p>IX. Recommendation to approve the Resource Committee Prioritization Rubrics</p> <ul style="list-style-type: none"> * Facilities * Technology * Faculty Positions * Classified Positions * IELM Funds 	<p><u>Faculty Prioritization Rubric</u> The same criteria was used last year and was confirmed to be adopted and used this year as well.</p> <ul style="list-style-type: none"> • According to Rudolph Besikof and Fred Bourgoin there are no changes on the Faculty Prioritization Rubric. • Blake Johnson raised an important point including criteria around disciplines that are cross listed across the District to ensure that courses are balanced across the District. President Gilkerson responded that this 	



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larger discussion about cross-listing within the District should be addressed when all four colleges bring their priorities to the PBC. These kinds of larger strategic enrollment conversations should be had there/then.

- A discussion ensued about bringing this topic to the Faculty Senate and ensuring that this recommendation be brought up to the PBC meeting by the Laney College PBC chair Fred Bourgoin.
- President also made a recommendation to the faculty senate to have this important discussion. And as soon as we adopt the faculty rubric to send it to the co-chairs to let them know what our rubric is.

KIMBERLY KING CALLED THE MOTION TO APPROVE THE LANEY COLLEGE PRIORITIZATION RUBRIC. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.

Facilities Prioritization Rubric

- Given the following criteria; viability of department program or service, aligned with the institutional planning, aligned with strategic planning goal (4.1), immediate health or safety risk and legal mandate ranked from 1-5.
- Discussion ensued related to the Facilities Prioritization Rubric.
- A question was asked about how prioritization is done given the variation in price. For example, how does one prioritize the Library (which can cost \$10 million dollars) versus a \$50,000-dollar project? This difference in price can be a huge factor when ranking or prioritizing. Amy Marshall responded → In terms of facilities planning committee is really prioritizing based on the criteria and pricing is next level. Amy Marshall stated that the two big important factors are health and safety and legal mandate, those have automatic and high ranking and high prioritization.
- The President again emphasized the importance of prioritizing everything. And we need to know as a body and as an institution what are the things that we need



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	<p>no matter if we have the funding or not. We should rank based on criteria and then decide on the funding and how it align.</p> <ul style="list-style-type: none"> • Dag ask a question about the projects in the Student Center that took longer than 2 years. Student Center used to be number one on the list. ASLC want to know where are now on the list of facilities prioritization. Amy Marshall responded → The Student Center is on the list, it is the top three on our Facilities Master Plan list that was posted on the website. • KIMBERLY KING CALLED THE MOTION TO APPROVE THE FACILITIES COMMITTEE PLANNING COMMITTEE RUBRIC. RUDOLPH BESIKOF SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY WITH THE MODIFICATION TO THE CRITERIA TO ADD “The request to align with the strategic planning goals”. THERE WAS ONE NAY (DAG SIBHAT). THERE WERE NO ABSTENTIONS. <p><u>Technology Rubric</u></p> <ul style="list-style-type: none"> • To Table this agenda item for the next College Council Meeting. 	
<p>X. Recommendation to Change Instructional Equipment & Library Materials (IELM) Committee’s Charge and Membership Composition</p>	<ul style="list-style-type: none"> • Fred Bourgoin presented this item. • The IELM Committee proposed that each committee representative have a year term to achieve increased representation from various college constituencies. The committee added responsibilities to their committee information. • DAGNACHEW (DAG) SIBHAT CALLED THE MOTION TO APPROVE THE RECOMMEDATION TO CHANGE INSTRUCTIONAL EQUIPMENT & LIBRARY MATERIALS (IELM) COMMITTEE’S CHARGE AND MEMBERSHIP COMPOSITION. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. THERE WAS ONE NAY (ROBERT TRACY). THERE WERE NO ABSTENTIONS. 	
<p>XI. Recommendation to Approve the Laney College Faculty Prioritization</p>	<ul style="list-style-type: none"> • Fred Bourgoin presented on this item. • The averages based on the faculty prioritization rubric were presented. • The faculty prioritization results were presented. 	<ul style="list-style-type: none"> • A special note to be made on the results to clarify



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	<p>#1 = ESOL (with a total point of 407 with an average score of 27) #2 = Math (with 339.50 points with an average of 25) #3 = Photography (with 3549.5 points with an average of 24).</p> <ul style="list-style-type: none"> • According to Fred Bourgoin the problem with the totals is that not everybody ranked everything. That is why the faculty prioritization committee went with the averages. • The President recommended that a special note be made on the results to clarify how the ranking was achieved and how the Program Reviews are filled out (i.e. what the asterisk means when noted next to positions – special funding or something else). These notations need to be consistent. Also every single position should be delineated. If departments are requesting two positions, and those positions are dramatically different from each (example Library → Library-Equity and Library-Outreach), they need to be listed separately. • RUDY BESIKOF CALLED THE MOTION TO APPROVE THE RECOMMENDATION TO APPROVE THE LANEY COLLEGE FACULTY PRIORITIZATION. AMY MARSHALL SECONDED THE MOTION. THERE WERE TWO ABSTENTIONS (DIANE CHANG AND KIMBERLY KING). THE MOTION WAS APPROVED. 	<p>how the ranking was achieved.</p>
<p>XII. Faculty Senate Resolution in Support of Transgender Students</p>	<ul style="list-style-type: none"> • Fred Bourgoin presented on this item. • Laney College Faculty Senate passed the resolution requested that the College Council work to officiate the practice of supporting transgender students and to integrate it to our faculty handbook and orientation. • JACINDA MARSHALL CALLED THE MOTION TO APPROVE THE FACULTY SENATE RESOLUTION IN SUPPORT FOR TRANSGENDER STUDENTS, GENDER –NONCONFORMING, AND INTERSEX STUDENTS. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	



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XIII. Review College Council Goals & Make Plans for Addressing them	<ul style="list-style-type: none">• Tabled for the next College Council Meeting.	
XIV. Meeting Adjournment	<ul style="list-style-type: none">• A MOTION WAS CALLED TO APPROVE THE ADJOURNMENT OF THE NOVEMBER 21, 2018 COLLEGE COUNCIL MEETING. THE MOTION WAS APPROVED UNANIMOUSLY.	

Meeting Adjourned 4:01 pm.